



United States
**Office of Personnel
Management**

Washington, D.C. 20415-000

**MEMORANDUM FOR HUMAN RESOURCE DIRECTORS
AND DELEGATED EXAMINING UNIT MANAGERS**

FROM: ELLEN E. TUNSTALL (*...signed, March 7, 2002...*)
Assistant Director
for Employment Policy

SUBJECT: Dual Certification

Last August, we notified you that dual certification was mandatory until further notice. We are pleased to inform you that, effective immediately, you may return to the optional use of dual certification. This change is consistent with our long-standing policy, as well as interim regulations published on February 15, 2002 (Recruitment and Selection through Competitive Examination, Volume 67, FR 7055).

Accordingly, the operative policy is as follows: You **must** dual certify candidates if an agency requests a certificate of eligibles to fill a single vacancy at multiple grades, or if there is a shortage of well-qualified candidates. Otherwise, you may choose not to dual certify. The decision **not** to dual certify should be an exception to standard examining procedures, not the norm. You should choose single certification only when it is necessary for the efficient operation of your staffing program. For example, single certification might be appropriate when an agency fills similar positions in multiple locations simultaneously, or uses a standing inventory to fill multiple positions simultaneously or throughout the year. If you elect to single certify candidates, you must notify all applicants of your intent to do so. One way to satisfy this requirement is to put such notification in the job announcement.

If you have specific questions about certification, please call your local Office of Personnel Management Service Center or Customer Service Office.